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ANNUAL REPORT
PLANS AND ANALYSIS DIVISION, OFFICE OF PERSONNEL

FY 70 ACCOMPLISHMENTS

1. Planning and Forecasting

a. Planning efforts turned inward to concentrate on the problem of professional personnel flow in a time of retrenchment. A favorable response from the DDI planning elements early in the year led to a month's effort to relate substantive planning to long-range professional personnel requirements. The attempt to develop a five-year plan for the DDI group washed out as planning attention in the Intelligence Directorate turned to ceiling cuts and retrenchment. A project design for the Agency was then developed internally in PAD to ascertain and evaluate professional personnel flow in the Career Services by the projection of outflow in the higher grades resulting from retirements and the promotion possibilities thus engendered. Our hope was to measure the effective number of promotions required, that is, the number of promotable people in order to determine the adequacy of headroom. Another objective was to determine an outflow rate that would permit the annual entry of a sufficient number of young professionals to maintain organization vitality and avoid age and grade humps. This concept was judged to be overambitious by top management. The Executive Director indicated that the Office of Personnel should recast the design to spread the labor among the Career Services. As the year closed a proposal for a survey of professional manpower, applying a systems approach and bringing the Career Services into the effort was under consideration by management. Studies bearing on this major theme included:

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GROUP 1
downgraded and
declassified

(1) Exploration of the Career Review Index concept and its application to the Support Services.

(2) Development of the Career Matrix or model showing the age, grade, training, and assignment pattern for a (35) year career in the major Support Career Services.

(3) Recommendations for CT input related to the total professional manpower needs.

(4) Updating information on the interchange agreement with the CSC.

(5) Review of one grade promotion policy for professionals.

(6) Review of ways and means to increase flow of professional manpower as followed by State and Navy Departments.

(7) The development of a model plan using the SP Career Service as the guinea pig to establish promotion guidelines and rates for the Boards and Panels.

(8) Development of probability techniques to project the out-flow resulting from non-mandatory retirements and natural attrition in the decade ahead.

b. Although we went up blind alleys in some instances, the professional manpower problem had been structured and the project design developed as the year closed.

2. Staff Support

a. Staff services were provided for three of the problem solving seminars instituted by the Deputy Director for Support. In two

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instances C/PAD served as resource officer during the seminar and provided the advance briefing and reading material for the groups. Similar services were furnished for the various special committees and groups named during the year and for the Office of Personnel 1970 Conference.

b. DC/PAD was named the Support member of the Travel Policy Committee and served as focal point in implementing the Administrative Authorities Task Force recommendations on Tour of Duty, Home Leave and Death and Retirement Benefits.

3. Special Studies and Projects

a. Rosslyn Parking Survey. At the direct request of the DDS, a survey of the parking situation was undertaken to get at the facts of the Rosslyn situation. [REDACTED] questionnaires, developed with the professional help of the Psychological Services Staff, OMS, and [REDACTED] copies of instructions to supervisors were distributed and results tabulated. The result was a data base required by management in reaching decisions on this emotion-charged problem. A side effect was that PAD caught the full brunt of employees' grievances on this subject for about two months.

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b. Survey of Summer Employees. Although this attitude survey was developed and conducted by the front office, PAD tabulated the results and conducted the analysis of the interviews with 423 summer employees. The results showed mixed reactions. In general the young people liked the money, disliked the routine duties and in some cases thought that they were hired to complain about lack of work and mismanagement.

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c. Project MEN. A second running of this project was conducted in November. Ten young men from the inner city, accompanied by their hosts who were Agency professionals employees or craftsmen, toured their work areas to introduce the high school students to the world of work as part of the D.C. Citizens Association Project MEN.

d. CT Program. Although sidelined on this subject by direct request of higher authority, we prepared two papers for D/Pers' use; one entitled "Facts and Fancy in the CT Program" and the other a position paper in opposition to the revival of the elitist concept based on outside hiring. We also continued our close relationships with the Psychological Services Staff on systems analysis of data pertaining to CT's and on the attitude surveys of young professionals.

e. ADP. Design proposals covering Pre-Employment Processing, Case Processing and Evaluation Reports, Policy Decisions Relating to Human Resources Systems received from the SIPS Task Force were reviewed in depth from the standpoint of adequacy of the data base and capability to produce trend reports.

4. Office of Personnel History Project. Some progress can be reported on the Office of Personnel history project. There are nine unit histories in various stages of coordination with three, namely MMPD, PMCD and SAS close to publication. Two monographs on the Outplacement efforts and on Fitness Reporting in the CIA have been subjected to comment by the professional Historical

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Staff which is giving much more stringent and constructive attention to the various submissions than heretofore. The overview narrative was drafted for the early period from 1947 to 1952.

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